

A.D. 2.22, Workplace Violence Prevention Policy  
Prepared for signature 3/27/02 - effective 5/10/02

1. Policy. The Department shall provide its employees with a workplace free of intimidation, harassment, threats and/or violent acts. The Department shall investigate and provide appropriate resolution for each complaint relating to workplace violence.
2. Authority and Reference.
  - A. Connecticut General Statutes, Section 18-81.
  - B. Connecticut Executive Order No. 16.
  - C. Office of Policy and Management, Office of Labor Relations, General Notice No. 99-05.
  - D. State Regulation 5-240-5a.
  - E. Office of Policy and Management On-line Reporting Manual.
  - F. Office of Policy and Management, Office of Labor Relations, General Notice No. 99-09.
  - G. Administrative Directives 1.10, Investigations; 2.17, Employee Conduct; and 6.6, Reporting of Incidents.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Threat Assessment Team. An agency based group responsible for handling workplace violence complaints filed regarding behaviors and activities that violate Executive Order No. 16 and the Department's Workplace Violence Prevention Policy which includes all state employees, contractors, subcontractors and vendors. The team may be comprised of a representative from Human Resources, the Labor Relations Unit, the Unit Head, a representative from the Office of Policy and Management, the applicable union representative and the Department's EAP coordinator and any other professional resources as needed.
  - B. Workplace. The worksite is any location, either permanent or temporary, where an employee performs any work-related duty. This includes but is not limited to the buildings and the surrounding perimeters, including the parking lots. It includes all state-owned and leased space, including vehicles, any location where state business is conducted.
  - C. Workplace Safety Review Committee. An assigned committee to review workplace violence incidents, assess the agency's vulnerability to workplace violence, and make recommendations on prevention measures and will conduct a post incident audit. This team will be comprised of a Labor Relations representative, Unit Head designee(s), a representative from the Security Division, a union official and the EAP coordinator. The team will meet on a quarterly basis.
  - D. Workplace Violence. Any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to beatings, stabbings, suicides, shootings, rapes, near suicides, psychological traumas such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as being followed, sworn at, or shouted at.

E. Workplace Violence Emergency. A situation in which an injury has occurred or there is an immediate threat of physical harm or injury.

4. Prohibited Conduct. Conduct which shall constitute workplace violence includes, but is not limited to such inappropriate behaviors as:

- A. Intimidating or threatening behaviors.
- B. Physical or verbal abuse.
- C. Vandalism.
- D. Arson.
- E. Sabotage.
- F. Carrying or possessing weapons of any kind on property owned/leased or otherwise controlled or occupied by the state, unless properly authorized.
- G. Using such weapons.
- H. Any other act(s) which a reasonable person would consider as inappropriate and/or posing a danger or threat of danger/violence in the workplace. Such behavior includes, but is not limited to oral, written or e-mail statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- I. Offensive comments regarding violent events and/or behaviors.

5. Employee Responsibility. Consistent with Administrative Directive 2.17, Employee Conduct, for the exception of state issued firearms and security equipment being carried and used for state business as authorized, an employee shall not bring into any state worksite, any weapon or dangerous instrument including chemical agents. Weapon means any firearm, loaded or unloaded, except where authorized to store weapon on site, any knife including a pocketknife, any police baton, nightstick, martial arts weapon or electronic defense weapon. Dangerous instrument means any instrument, article, or substance that is capable of causing death or serious physical injury.

An employee shall not use, attempt to use, or threaten to use any such weapon or dangerous instrument at a state worksite. An employee shall not cause or threaten to cause death or physical injury to any individual at a state worksite.

Any employee who feels subjected to or witnesses violent, threatening, harassing or intimidating behavior in the workplace shall immediately report the incident or statement to a manager, supervisor or human resources officer. Any employee who believes that there is a serious threat to their safety or the safety of others that requires immediate attention is to notify a manager, supervisor or human resources officer. Proper law enforcement authorities may be notified, as necessary.

6. Management Responsibility.

- A. Each Unit Administrator shall ensure that the workplace violence prevention policy is prominently posted at their worksite and that all employees including contractors, subcontractors and vendors are notified of this policy.

- B. Each Unit Administrator shall ensure that the worksite is reasonably safe and healthy, free from intimidation, harassment, threats and/or violent acts.
- C. All managers and supervisors are expected to enforce this policy fairly and uniformly.
- D. Any manager or supervisor who receives a report of workplace violence shall immediately contact the Unit Administrator who shall notify the human resources office to evaluate, investigate and take appropriate action.
- E. All managers and supervisors shall offer alleged perpetrators and victims the Employee Assistance Program as appropriate.
- F. The Threat Assessment Team shall review and address all incidents of workplace violence.
- G. The Workplace Safety Review Committee shall meet quarterly to review all reports of workplace violence for this Agency and provide recommendations in a quarterly report the Director of Human Resources.
- H. The Commissioner shall be notified of any workplace violence emergency consistent with Administrative Directive 6.6, Reporting of Incidents.
- I. Human Resources and/or the Unit Head will notify proper law enforcement authorities, as necessary.
- J. The Commissioner or designee must inform the Governor's Office, the Commissioner of Public Safety and the Commissioner of Public Works immediately of any workplace violence emergency.
- K. Immediate post incident follow-up procedures should be implemented in accordance with the Violence in the Workplace Procedures Manual.

7. Complaint Investigation. All workplace violence incidents shall be reported in accordance with Administrative Directive 6.6, Reporting of Incidents and Section B of General Notice No. 99-05. All reports received will be conducted in accordance with Administrative Directive 1.10, Investigations. Interviews will be conducted as with any other investigation including the alleged perpetrator. The alleged perpetrator may be placed on paid administrative leave during this process if the incident is sufficiently serious to invoke State Regulation 5-240-5a. Human Resources will consult with the Unit Administrator and the Threat Assessment Team to conduct a risk assessment to determine further action.

The Commissioner shall be kept apprised of the status. Upon completion of the investigation, the Human Resources Division shall inform the complainant of the findings. If the complainant disagrees with the findings of the investigation, the complainant may request that the Commissioner or designee review the response. An employee shall make such a request in writing to the Commissioner or designee within 15 calendar days of receipt of the initial response. The Commissioner or designee shall conduct a review and notify the complainant of the results of the review.

8. File Management. The workplace violence file including all information and documents pertinent to each reported incident shall be maintained in Human Resources. Workplace Violence Reports will be documented in

accordance with the OPM On-Line Incident Reporting system. A quarterly report of workplace violence incidents shall be submitted to the Office of Policy and Management. Notes or reports from meetings, inspections and audits will be maintained in the Human Resources Unit.

9. Disciplinary Action. Any employee who is found, after thorough investigation, to have engaged in workplace violence may be subject to appropriate disciplinary action. If discipline is contemplated, the pre-disciplinary requirement of the State Regulations, contract and/or Loudermill decision must be complied with.
10. Prohibition on Retaliation. No employee shall retaliate against another employee for complaining about or reporting a workplace violence incident or for participating in any internal or external investigation of such incidents.
11. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.